

**District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Meeting  
Summary Minutes  
9/26/2018**

**Present:** Bessie Brown, Chairperson; James Elder, Vice Chairperson; John Casey Mullen (12:57 pm), Secretary; Frances Navarro, Treasurer; David Kendle; Cory Neering; Shanti Howard; Joseph Morel (1:04 pm)  
**Excused:** Joan Roude; Irene Figueroa  
**Staff:** Darcy Davis; Dr. Belma Andric; Valerie Shahriari; Thomas Cleare; Terry Megiveron; Dr. Tamara-Kay Tibby; Dr. Noelle Stewart; Sarah Gonzalez  
**Minutes Transcribed By:** Marguerite Lynch  
**Meeting Scheduled For:** 1:00 PM  
**Meeting Began at:** 12:54 PM

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Call to Order</b>  <b>1A. Roll Call</b>  <b>1B. Affirmation of Mission</b>	Mrs. Bessie Brown called the meeting to order.  Roll call was taken.  Mrs. Bessie Brown read the Affirmation of Mission	<b>The meeting was called to order at 12:54 pm.</b>
<b>2. Agenda Approval</b>  <b>2A. Additions/Deletions/ Substitutions</b>  <b>2B. Motion to Approve Agenda Items</b>	Mrs. Bessie Brown called for an approval of the meeting agenda.  Mr. Kendle ask for a substitution to move the receive and file agenda item A.8.2. regarding upcoming vacant officer positions to a motion to Approve.  Agenda was revised as recommended by Mr. Kendle  The agenda for the September 2018 meeting was approved.	<b>VOTE TAKEN: Ms. Navarro made a motion to revise the agenda to move item A.8.2. to the first discussion item. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</b>

<b>3. Awards, Introductions and Presentations</b>	None.	No action necessary.
<b>4. Disclosure of Voting Conflict</b>	None.	No action necessary.
<b>5. Public Comment</b>	None.	No action necessary.
<b>6. Meeting Minutes</b>  <b>6A Staff Recommends a Motion to Approve: Board Meeting Minutes of August 22, 2018</b>	There was no discussion of the minutes dated August 22, 2018.	<b>VOTE TAKEN: Mr. Elder made a motion to approve the minutes of August 22, 2018 as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</b>
<b>7. Consent Agenda – Motion to Approve Consent Agenda Items</b>		<b>VOTE TAKEN: Mr. Elder made a motion to approve this agenda item. The motion was duly seconded by Mr. Kendle. A vote was called, and the motion passed unanimously.</b>
<b>7A. ADMINISTRATION</b>		
<b>7A-1. Receive &amp; File: August 2018 Internet Posting of District Public Meeting</b>	The meeting notice was posted.	No further action necessary.
<b>7A-2. Receive &amp; File: Attendance tracking</b>	Attendance tracking was updated.	No further action necessary.
<b>7A-3. Receive &amp; File: CMO, VP &amp; Executive Director of Clinical Services Annual Evaluation</b>	Annual evaluation presented.	No further action necessary.
<b>7B. FINANCE</b>		
<b>7B-1. Receive &amp; File: C. L. Brumback Primary Care Clinics Finance Report August 2018</b>	YTD Clinic volumes (medical, dental, and suboxone combined), are below budget by 12.8% or 17,447 visits. Suboxone clinic visits YTD of 3,398 were below budget of 14,109 by 10,711 or 75.9% due to unanticipated changes to the MAT strategy. All other medical clinics combined (net of suboxone) were slightly below budgeted volume by 143 visits or 0.2%. Mobile van visits YTD of 169 were below budget of 1,620 by 1,451 or 89.6%. Total	No further action necessary.

	revenues, year to date, are over budget by 13.5% or \$2.8M due to volume variance in medical clinics, including unbudgeted LIP payment and incentive payments. A year to date adjusting entry was made to segregate lump sum payments from individual patients and insurance payments to allow for more detailed tracking by payment type. Total operating expenses are under budget by 7.8%, or \$1.8M due to delayed strategy implementations. Net operating margin is a loss of \$1.0M compared to a budgeted loss of \$6.4M. YTD the Health Care District has subsidized the Primary Care Clinics with \$2.4M.	
<b>7C. Quality</b>		
<b>7C-1. Receive and File: Targeted Survey – Nominal Charge for Dental Services</b>	82% of patients agreed with the nominal fee amount they were charged of \$30.00 for dental.	<b>No further action necessary</b>
<b>7D. Policies</b>		
<b>7D-1. Motion to Approve: Addiction Outpatient Treatment Program (AOTP) Policy updates</b>	Staff recommends updates as presented for the following Addiction Outpatient Treatment Program policies: <ul style="list-style-type: none"> <li>• 1401-17 Phases of Treatment</li> <li>• 1402-17 Positive Urine Drug Screens</li> <li>• 1403-17 Take-Home Dosing</li> <li>• 1404-17 Buprenorphine Product Management</li> <li>• 1405-17 Discharge and Transfer Criteria</li> <li>• 1406-17 Guidelines for Addiction Outpatient Treatment Program (AOTP)</li> </ul>	<b>No further action necessary</b>
<b>8. Regular Agenda</b>		
<b>A. ADMINISTRATION</b>		
<b>8A-1. Motion to Approve: Nomination of New Board Member – Joseph Morel.</b>	Staff recommends a motion to approve the nomination of new board member – Joseph Morel.  Mr. Cleare introduced Mr. Morel to the board. After the vote was taken Mr. Morel thanked the board for the nomination and he looks forward to working with everyone.	<b>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Ms. Howard. A vote was called, and the motion passed unanimously</b>

<p><b>8A-2. Motion to Approve: Board Officer Positions</b></p>	<p>Mr. Cleare reviewed the potential open officer positions for 1/1/19 due to membership termination. Two positions will be open 1) Chair and 2) Treasurer. These two open positions will be for January 1, 2019 until the May 2019 annual election. Discussion took place and Mrs. Brown asked for volunteers for the Chair and Treasurer positions effective 1/1/19. Mr. Elder volunteered to be the Chair. Ms. Roude, who is not present, was recommended as Treasurer, since she is currently a member of the Finance Committee. With Mr. Elder moving to the Chair, the Vice Chair position will become vacant and this will require a volunteer to fill the open Vice Chair position. Mr. Morel volunteered to be the Vice Chair.</p>	<p><b>VOTE TAKEN: Mr. Kendle made a motion to approve the upcoming officer positions as follows:</b></p> <p><b>Mr. Elder – Chair Ms. Roude – Treasurer Mr. Morel – Vice Chair</b></p> <p>The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>
<p><b>B. EXECUTIVE</b></p>		
<p><b>8B-1. Receive &amp; File: Executive Director Informational Update</b></p>	<p>Dr. Belma Andric, CMO, VP &amp; Executive Director of the Clinics presented the following informational update: Dr. Andric had a few verbal updates that have happened after the board package was mailed to you.</p> <ul style="list-style-type: none"> <li>• Mobile Clinic ribbon cutting was held on August 30, 2018. Nice event and great opportunity to showcase the beautiful coach.</li> <li>• On 9/11/18 the HCD Board approved a new construction manager to begin the renovations at the Lakeside Medical Center to integrate our medical/dental clinics. Looking at a late spring 2019 completion.</li> <li>• Mental Health funding expanding access to substance use disorder and mental health services was awarded last week of \$313,000. This was \$30,000 more than we applied for. HRSA wants to support community health centers that are on the frontline of fighting opiate additions. This will support the expansion of the medication assisted treatment (MAT) clinic with a move to JFK North, expand staffing to increase patient volume from 100 to 200 patients, and renovations of the space.</li> <li>• American Heart Association awarded us target blood pressure award. They will present next</li> </ul>	<p><b>Received and filed.</b></p>

	<p>month at the board meeting. We are recognized for controlling blood pressure and cholesterol in our clinics.</p> <ul style="list-style-type: none"> <li>National Association of Community Health Centers had a picture contest during National Community Health Centers week. The marketing department submitted a picture of the mobile van. We did not come in first, but we will be featured in the NACHC annual calendar. We will receive a canvas print of the photo to be displayed.</li> </ul> <p>Mr. Neering asked how Dr. Andric feels after three months in her current position. Dr. Andric said it has been a seamless transition due to her administrative team and board support. It felt like a natural growth opportunity and she is comfortable with focusing the clinics moving forward with appropriate access to care. The Board offered their support to what they have seen in the last three months.</p>	
<b>8C. OPERATIONS</b>		
<b>8C-1. Staff Recommends a Motion to Approve: Operations Reports – August 2018</b>	<p>Terry Megiveron, Director of Operations, presented the overall clinic productivity for August 2018.</p> <p>Mr. Mullen asked about the lack of behavioral health in Jupiter. Patients are being sent to West Palm Beach for behavioral care.</p>	<b>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Ms. Navarro. A vote was called, and the motion passed unanimously.</b>
<b>8D. CREDENTIALING &amp; PRIVILEGING</b>		
<b>8D-1 Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner (LIP) initial credentialing and Privileging: Seneca Harberger, MD (Medical) &amp; Paulo Oliveira, DDS (Dental)</b>	<p>Sarah Gonzalez, Director of Credentialing, presented the initial credentialing and privileging for Dr. Seneca Harberger, MD and Dr. Paulo Oliveira, DDS.</p> <p>Recredentialing and renewal of privileges for Dr. Claudia Montenegro.</p>	<b>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</b>

<p>Licensed Independent Practitioner (LIP) Recredentialing and Renewal of Privileges – Claudia Montenegro, DO (Medical)</p>		
<p><b>8D-2 Staff Recommends a MOTION TO APPROVE: Modification of General Dentistry Clinical Privileges</b></p>	<p>Sarah Gonzalez, Director of Credentialing, presented modification of General Dentistry clinical privileges for the additional privilege to remove the sectioning of bridges to facilitate tooth removal:</p> <ul style="list-style-type: none"> <li>• Dr. Zenaida Alonso, General Dentistry</li> <li>• Dr. Arwa Alwehaib, General Dentistry</li> <li>• Dr. Flora Bentsi-Enchill, General Dentistry</li> <li>• Dr. John Cucuras, General Dentistry</li> <li>• Dr. Robert Rotella, General Dentistry</li> </ul>	<p><b>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</b></p>
<p><b>8E. QUALITY</b></p>		
<p><b>8E-1. Staff Recommends a Motion to Approve: Quality Council Reports</b></p>	<p>Dr. Stewart presented a summary of August 2018 Quality Council minutes included in the board package:</p> <ul style="list-style-type: none"> <li>• Updating 48 hour metric report to be more comprehensive.</li> <li>• Retraining staff in the clinics regarding FIT test return rates. Award with a pizza party for the most returned.</li> <li>• American Cancer Society has asked to add some of our tools to their health center tool kit nationwide.</li> <li>• Updating referral institute. This is guide that details all procedures for referral clerks.</li> <li>• Peer review for new pediatric ARNP. Everything was appropriate standard of care</li> <li>• Peer review on new dentist in Delray. Additional training and supervision has begun.</li> <li>• Retraining for infection control in the clinics.</li> <li>• Baker act and utilization of the mobile crisis clinic will be added to the hospital follow up report.</li> <li>• Incident/Compliments/Complaints were review for the month of august.</li> </ul>	<p><b>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Ms. Navarro. A vote was called, and the motion passed unanimously.</b></p>

9. CMO, VP and Executive Director of Clinical Services Comments	None.	No action necessary.
10. Board Member Comments	<p>Mrs. Brown asked that there be an identifier added to the agenda, so she knows it is the end of the consent agenda.</p> <p>Mrs. Brown wanted to add a concern that she would like all patients treated the same as she met someone in the community, who didn't understand why he was denied for the District Cares program. Dr. Andric advised that there is a defined eligibility process for the District Cares program. Very often if all paperwork is not submitted to the Eligibility office the patient may be denied. The clinics will always see him for primary care services based on his income and placed on the appropriate sliding fee scale. He will never be denied primary care services at the clinics.</p> <p>Ms. Navarro complimented Dr. Andric for the terrific job she is doing. She also wanted to know if there are any plans for marketing material to promote the mobile clinic. Dr. Andric advised that the Communications Department is working hard to revise current marketing materials and promotion in the media. Ms. Navarro asked if the mobile van is going to Jupiter, and at this time they are not. Current focus is where the homeless are congregating.</p> <p>Mr. Kendle would like some updated brochures passed out at the next board meeting, so Board members can pass them out to locale schools and facilities to promote the clinics.</p> <p>Mr. Neering suggested reaching out to local municipalities to do proclamations to recognize the Health Care District 30 years of service and marketing the services in this way to the public. Communication is critical and have it read to the record. Ms. Davis likes the idea and she will take it back to the Communications Director.</p>	No action necessary.

	<p>Mr. Morel asked about creating a mobile clinic app that would advise patients where the van it will be on what days.</p> <p>Mr. Kendle commented that people don't want to know what is going on around them and there will only be so much we can do to get them to take care of their health.</p>	
<b>11. Establishment of Upcoming Meetings</b>	<p>October 24, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> <li>• 12:45 p.m. Board of Directors</li> </ul> <p>November 28, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> <li>• 12:45 p.m. Board of Directors</li> </ul> <p>December 12, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> <li>• 12:45 p.m. Board of Directors</li> </ul>	<b>No action necessary.</b>
<b>12. Motion to Adjourn</b>	There being no further business, the meeting was adjourned.	<b>Mr. Kendle made a motion to adjourn and Ms. Navarro seconded. The meeting was adjourned at 2:05 p.m.</b>

Minutes Submitted by:

Signature

Date

*John Casey Miller* 10 24 18